



COMPTROLLER OF THE DEPARTMENT OF DEFENSE

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARIES OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Guidelines on Interim Standard Information Systems

Eight Corporate Information Management (CIM) functional groups have been formed to date to develop standard functional requirements. The significant progress in implementing the CIM initiative is largely due to the caliber of people you have provided and the dedication of those people.

I have received many comments on the merits of selecting the best system in the Department (i.e., Best of Breed) and fielding that system in order to realize savings sooner. Accordingly, the attached guidelines for interim standard information systems have been developed. Comments from the CIM Council are incorporated. The guidelines establish criteria, processing and responsibilities for selecting interim standard information systems and are effective immediately.


Sean O'Keefe
Comptroller

Attachment

INTERIM STANDARD INFORMATION SYSTEMS GUIDELINES

These guidelines address the process of selecting, if needed, an interim standard information system for a given functional area. When required, an interim standard system(s) that avoids redundancy will be selected for use, pending the development of standard functional requirements by the CIM functional groups. Criteria, processing and responsibility for interim system selection follows.

GENERAL

- An interim standard information system will be employed only if net benefits accrue to the Department prior to deployment of the ultimate vision-driven standard system. These benefits will reflect such elements as work force impact, systems maintenance, training, and resource benefits derived from the consolidation. The likelihood that a given system will also be selected as the long-term standard system will be considered.
- An interim standard information system may be a system(s) that is operational in one of the Components, or it may be a hybrid system composed of functional/system modules built from current operational systems.
- If an interim standard information system(s) does not meet all functional requirements of the Components, an analysis will be conducted to determine if missing requirements warrant development and implementation.
- As each standard interim information system is designated to support specific functional areas, the development and enhancement of information systems supporting those same functional areas will be stopped. A plan with implementation milestones will be developed for transition to the interim standard system. The resources of the duplicative systems will be transferred to support each interim standard information system. Resources for maintaining the existing systems will be stopped once support of the functional area is transitioned to the interim system.

CRITERIA The following criteria must be met before selecting an interim system. Each functional group may add additional criteria:

- The system meets functional requirements, based on the current functional concept of operation, and is applicable and acceptable across DoD Components.
- The system is flexible enough to adjust to functionally driven operational changes.
- The system is operational or is in an advanced state of development and partially implemented.

- System implementation is technically Feasible (must address ability to interface to other related functional areas).
- The system meets a set of performance standards.
- Benefits of a selected interim standard information system must exceed the costs of transition and implementation.
- An acquisition strategy can be developed to support the transition.
- The system is consistent with Department priorities, to include significant changes occurring in the Department.
- An executive agent is assigned/recommended to manage the system.

SELECTION PROCESS

- The CIM Council will provide a list of information systems for a specific functional area to the CIM functional group for further analysis.
- CIM functional groups will assess the capabilities of these systems based on the above criteria and provide an assessment and recommendation for each interim standard information system candidate(s) to the functional steering committee.
- The CIM Council will be provided a copy of the CIM functional group's recommendation and may provide comments to the functional steering committee.
- The functional steering committee will review the assessment of the functional group's candidate(s) and comments provided by the CIM Council, and recommend to the DoD Senior IRM Official the interim standard information system for a given functional area.
- Final approval of the interim standard system will be made by the DoD Senior IRM Official.

TRANSITION

- If an interim standard information system is selected, an executive agent will be appointed to direct the implementation and transition to the interim system. It is anticipated that the Component currently operating the selected interim standard information system will become the executive agent responsible for management, operation and maintenance of that system.
- Resources for the multiple systems to be replaced will be transferred to the executive agent for use in administering the transition to an interim system.

- The executive agent will:
 - Develop a management plan to address the transition from current multiple systems to the interim standard information system. The management plan will include a reassessment of the technical cost/benefit analyses and the acquisition strategy.
 - Manage all resources in support of the interim standard information system and provide periodic management reports on resource utilization.
- The functional steering committee will provide a forum for resolving Defensewide functional issues.
- The CIM Council will provide a forum for resolving Defensewide technical issues.
- The Deputy Comptroller (IRM) will monitor progress of the executive agent and ensure issues are brought to the attention of the Functional steering committee and/or the CIM Council, as appropriate.